

MOTION # Tuesday October 22, 2024 - Adopted RESULT		
3	It was moved that the Final Draft Bylaws 1 – 14 be circulated in STRICT CONFIDENCE to the Continuing Education Committee and the Professional Governance Act-Working Group for review, with comments on sections 1 – 8 only to be returned to the respective (co-)chairs not later than November 9, 2024.	Carried
4	It was moved to appoint Patrick Mooney, Al Neufeld, Mark Vaughan, Raymond Visser, and Scott Watson to the Bylaws and Standards Committee with a term starting October 22, 2024, and ending October 22, 2026.	Carried
5	It was moved to appoint Jim Dema-Ala, Dustin Dilts, Elaine Naisby, Tenille Thompson, Monica Vogt and Pearl Yip to the Public and Professional Relations Committee with a term starting October 22, 2024, and ending October 22, 2026.	Carried
6	It was moved that the Board reconsider the motion about changes to publication of the Annual Roster at its January 2028 meeting and make any final decisions about such prior to the contract with Naylor expiring on May 5, 2028.	Carried
7	It was moved to hold the 2025 Annual General Meeting on April 26, 2025, from 10:00 am to 1:00 pm and via online.	Carried
8	It was moved that the instructions to candidates on the BCSLA website under “Board of Examiners” be amended to read as per the accompanying “Proposed Changes to Instructions to Applicants for Registration, for their Presentation to the Board of Examiners”.	Carried
9	It was moved that the Professional Development (Continuing Education) Reporting Policy, dated October 23, 2024, with an effective date of January 1, 2025, be adopted for use between the date of effect until the acceptance of the BCSLA in the PGA.	Carried
10	It was moved to adopt the Credentials Committee recommendations as follows: a) To accept the BCSLA Intern application of James Gray, b) That Gabriela Carvallo’s application for Registered Landscape Architect be reconsidered for acceptance as an Intern, as she does not yet meet the requirements and needs to pass the Landscape Architectural Registration Examinations, and c) To invite Kendra Cheeseman to appear before the Board of Examiners as a Non-Stamp (limited license) candidate as she has met the requirements.	Carried
MOTION # Tuesday September 24, 2024 - Adopted RESULT		
3	It was moved to circulate the draft CE Program for the 2025 reporting period via email vote for a response by September 27, 2024.	Carried

4	It is moved to adopt the Credentials Committee recommendations as follows: a) To accept the BCSLA Pre-Intern Associate applications of Mason LaRouchelle, and Nikki McWalters. b) To accept the BCSLA Intern applications of Samantha Huchulak, Mackenzie Pugh, Caleb Rakonjac, Matthew Scott, Catrina Warner, and Wei Xiao. c) To invite Benjamin Hettinga, Valerie Manica, and Jonathan Todd Pace to appear before the Board of Examiners as Reciprocity Candidates.	Carried
5	It was moved to distribute the Annual Membership & Firm Roster as a fully digital version only via the website starting in 2025.	Carried
6	It was moved to host the next Annual General Meeting online in April 2025 and host the next Annual Conference & Showcase of Products and Services in-person in May 2025, with exact dates to be confirmed later.	Carried
7	It was moved to renew the Emergency Fund 2 account in the approximate value of \$68,570.26 in a 1-year cashable term deposit instead of auto-renewing in a 1-year escalator deposit.	Carried
8	It was moved to seek a legal opinion about the authority of the Society after transitioning to the Professional Governance Act to compel registrants to hold dual registration with the Canadian Society of Landscape Architects (CSLA).	Carried
9	It was moved to approve the proposal and quote from Code & Effect as the developer for the website redevelopment project.	Carried
10	It was moved to amend the approval of Mason LaRouchelle's application from Pre-Intern to Intern.	Carried
11	It was moved to appoint Daniel Roehr as the UBC School of Architecture and Landscape Architecture Representative to the BCSLA Board of Directors with a term starting July 1, 2024 and ending July 1, 2027.	Carried
MOTION #	Tuesday July 23, 2024 - Adopted	RESULT
3	Further to the Board's review of the quotes provided by BCSLA Staff at the June 2024 Board Meeting, it is moved that the BCSLA retain Enkel Backoffice Solutions for the estimated amount of \$6,000 excluding GST to migrate the BCSLA office book-keeping into a virtual system, and retain them for \$1750 for month to month book-keeping services (excluding GST) moving forward starting in the month of September 2024, with the intent of reviewing the quality of the services in December 2024.	Carried
4	Further to the decision of Motion No. 3, it is moved that the BCSLA terminate the existing book-keeping services with ICB book-keeping starting September 2024, and that two months of additional advisory service fees in the value of \$250 (excluding GST) per month will be provided upon the successful confirmation that ICB book-keeping will respond in good faith to BCSLA questions that it may arise in the migration of the office financials.	Carried
5	It was moved to approve the budget request of up to \$1,200 to purchase new desktop computer monitors and desktop printers for staff.	Carried

6	It is moved to adopt the Credentials Committee recommendations as follows: a) To accept the BCSLA Intern applications of Glenn Cortes, Livia Newman, Cansu Undeyoglu, and Meredith Wilson. b) To invite Chelsea McCann to appear before the Board of Examiners as a Reciprocity Candidate. c) To accept the Letter of Assurance from Sean Partlow, RLA #654, to return as a Member in Good Standing, under the condition that he will not be deemed “CE non-compliant” and “Member not in Good Standing” again.	Carried
MOTION #	Tuesday June 25, 2024 - Adopted	RESULT
3	It was moved to approve the budget request of up to \$6,600 to upgrade office computer equipment	Carried
4	It was moved to approve the budget request of up to \$3,000 to cover costs for the Regulatory Coordinator to attend the 2024 CNAR Conference in Ottawa.	Carried
5	It was moved to approve adding the President - Elect as an authorized signatory to the Society's bank accounts	Carried
6	It is moved to adopt the Credentials Committee recommendations as follows: a) To accept the BCSLA Intern applications of Sitien Chen, Claire Hicks, and Kimberly Wong. b) To accept the BCSLA Intern reapplication of Shuang Zhao under the condition that she will not be deemed ‘CE non-compliant’ again c) To invite Nicky Onody and Tina Fernandes to appear before the Board of Examiners as Reciprocity Candidates	Carried
MOTION #	Tuesday May 28, 2024 - Adopted	RESULT
3	It was moved to approve the \$500 funding request from UBC landscape architecture students for their SALON 24 event on May 31 - June 2, 2024	Carried
4	It was moved to direct the President and Executive Administrator to investigate, source and purchase appropriate business computers and associated software as required based on the current and projected two - year needs of the Society, and that the funds to purchase would be allocated from the General Office Supplies budget.	Carried
5	It was moved to appoint Ema Di Fruscia as the UBC Student Representative effective immediately.	Carried
6	It was moved to appoint Jim Dema-Ala as the Interns & Associates Representative effective when the current representative's term expires in July 2024	Carried
7	It was moved to approve the proposal from Meredith Low to provide governance training to the Board	Carried
8	It was moved to direct the Executive Administrator to further investigate and establish a corporate credit card with VanCity under the guidance of the President and Treasurer	Carried

9	It is moved to adopt the Credentials Committee recommendations as follows: a) To accept the BCSLA Intern application of Hridita Siddiquee b) To invite Sheila Boudreau and Madoc Hill to appear before the Board of Examiners as a Reciprocity Candidate	Carried
10	It was moved to approve covering expenses for meals, travel and accommodation for up to six representatives (President, President-Elect, PGA - Working Group Co-Chairs, the Executive Administrator, and the Regulatory Coordinator) from BCSLA to attend the June 12th Regulatory Body - OSPG In - Person Meeting in Victoria and/or the related reception event afterward, to a maximum amount of \$850 per representative, with such expenses charged to the LAP VI account. The President, PGA - Working Group Co-Chairs, and Regulatory Coordinator would attend the in-person meeting and reception, while the President-Elect and Executive Administrator would attend the reception only.	Carried
11	It was moved that the BCSLA support attendance at a reception event with the regulatory representatives at the conclusion of the June 12th meeting, and to cover the cost of appetizers and the first drink to encourage attendance to a maximum of \$1,000 with such expenses charged to the LAP VI account.	Carried
MOTION #	Tuesday April 30, 2024 - Adopted	RESULT
3	It was moved to defer voting on choosing either Eli Mina or Meredith Lowe to lead the governance training workshop until after Teri Cantin has completed and can provide feedback about her upcoming CSLA Board member training session with Meredith Lowe.	Carried
4	It is moved and carried to accept the nomination of David Reid, MBCSLA # 083, FCSLA, as a BCSLA Life Member.	Carried
5	It is moved to adopt the 2023 audited financial statements as presented.	Carried
6	It is moved that the BCSLA Board of Directors accept the Treasurer's recommendation to re-invest Emergency Fund #1 as presented.	Carried
7	It is moved that the BCSLA Board of Directors directs the Treasurer to reinvest the Office Transition Fund term deposit and the interest upon maturity for a two-year term, non-redeemable 12 to less than 18 months, at the best interest rate available, and to defer redefining the name and purpose of the Fund to a later date.	Carried
8	It is moved that the BCSLA Board of Directors accept the Treasurer's recommendation to re-invest Emergency Fund #2 as presented	Carried

9	<p>It is moved to adopt the Credentials Committee recommendations as follows:</p> <p>a) To accept the BCSLA Intern applications of Jean-Gabriel Chiasson, James Lamb, Parnian Nazemzadeh, Andrew Olson, and Changwei Qiu.</p> <p>b) To convert Karina Correa's Intern application to Pre-Intern Associate Application, and Karina will require 4 years of local experience before applying as a BCSLA Intern.</p> <p>c) To invite Michael Albert to appear before the Board of Examiners as a Reciprocity Candidate</p>	Carried
10	It was moved to adopt the Respectful Volunteer Policy as circulated, and that it be reviewed annually at the same time as the Workplace Bullying and Harassment Policy and the Workplace Bullying and Harassment Investigation Procedures	Carried
11	It was moved to adopt the Workplace Bullying and Harassment Policy as circulated, and that it be reviewed annually at the same time as the Respectful Volunteer Policy and the Workplace Bullying and Harassment Investigation Procedures	Carried
12	It was moved to adopt the Workplace Bullying and Harassment Investigation Procedures as circulated, and that it be reviewed annually at the same time as the Respectful Volunteer Policy and the Workplace Bullying and Harassment Policy	Carried
MOTION #	Tuesday March 19, 2024 - Adopted	RESULT
3	It was moved that the Executive Director develop a ranking protocol for use in ranking the Executive Administrator candidates and send to the Transition Working Group for their review by March 22 , 2024 . Once approved by the Transition Working Group, the Executive Director is to use the ranking system to rank all applicants for the BCSLA Executive Administrator position and send those rankings to the Transition Working Group by April 5 , 2024.	Carried
4	It was moved that the draft bylaws be circulated to the Society's legal counsel for review and revision prior to being circulated to the Board, Continuing Education Committee, and PGA - Working Group .	Carried
5	It was moved to approve as circulated the Society's letter responding to the Small - Scale, Multi - Unit Housing Provincial Policy Manual & Site Standards and that it be sent to the OSPG Superintendent.	Carried
6	It was moved to approve the nomination of Scott Watson as recipient of the 2024 President's Award	Carried

7	It was moved that all motions passed in in-camera Board meetings be kept by the President in hard - copy only. The President will keep a binder of all such motions, with each page marked confidential. Staff will up date the Board "On-Boarding" document to reflect this responsibility. The "On-Boarding" document will direct each President to pass this cumulative record to the succeeding President. Unless authorized for general distribution at the time of passage, the President may not release any portion of this confidential document to any individual or organization without authorization from the Board	Carried
8	It was moved to approve reschedul ing the April 23, 2024 Board of Directors meeting to April 30, 2024	Carried
9	It is moved to strike Rachel Bedet and Andrew Moolin from the BCSLA Roster for non - payment of dues.	Carried
10	It is moved to strike Huih ui (Charlotte) Shen from the BCSLA Roster for non - payment of dues and failing to file CE c redits for 2023	Carried
11	It is moved to adopt the Credentials Committee recommendations to accept the BCSLA Intern applications of Siyun Xue and Yisu (Molly) Zhan	Carried
MOTION #	Tuesday February 27, 2024 - Adopted	RESULT
3	It was moved to direct the Continuing Education Committee to complete revisions to the 2024 Policy for Continuing Education Annual Non-Compliant Members and forward it to the Registrar for review. Upon satisfactory review, the Registrar will have it circulated to the Board for approval.	Carried
4	It was moved to direct the Executive Director to develop a tiered ranking system for Executive Administrator job applicants and forward it to the Transition Working Group by March 8. Upon satisfactory review, the Transition Working Group will send it back to the Executive Director, who will apply the ranking system to applications received by the deadline and send the results to the Transition Working Group for consideration in early April.	Carried
5	It was moved that once completed, sections of the draft bylaws are to be serially released to the Board, Continuing Education Committee, and the PGA-Working group, with Bylaws 1-3 being the first release. Board members and each group will have one month to submit written comments to the Bylaws and Standards Committee after each release so that the Bylaws and Standards Committee may make revisions. Once revisions have been made the revised draft bylaws will be released for review, in the same serial manner to the Office of the Superintendent of Professional Governance (OSPG), before being returned to the Board for final approval.	Carried
6	It was moved to authorize the Bylaws and Standards Committee to seek a legal opinion regarding incorporation of the current Bylaw 1.56 into the new draft bylaws.	Carried
7	It was moved to direct the Executive Director to investigate and report to the Board at its next meeting on the respective content of Meredith Low's and Eli Mina's governance training workshop.	Carried

8	It was moved that Eli Mina be appointed to the role of Parliamentarian for the Society's 2024 Annual General Meeting.	Carried
9	It was moved to reimburse the BCSLA President's travel and other costs to attend the 2024 Land Summit conference.	Carried
10	<i>Announcement be approved by the Board to be posted to the Charity Village website and the BCSLA website with notice in the Friday File, until the position is filled.</i>	Carried
11	<i>It was moved that the attached Detailed BCSLA EA job description be linked to the BCSLA Executive Administrator Position announcement and posted to the BCSLA website until the position is filled.</i>	Carried
12	<i>It was moved to accept the changes to the 2024 Continuing Education (CE) Input and Credit Guide, as passed at the January 23, 2024 meeting, together with the updated Special Projects credits and for the updated credit guide to be posted on the BCSLA website and announced in the Friday File as soon as possible.</i>	Carried
13	<i>It was moved that the 2023 Policy for Continuing Education Annual Non-Compliant Members (2023) be removed from the BCSLA website until a revised Policy is reviewed and approved.</i>	Carried
14	It was moved to adopt the 2024 Draft Budget as circulated.	Carried
15	<p>It is moved to adopt the Credentials Committee recommendations as follows:</p> <p>a) To invite Matthew MacLeod to appear before the Board of Examiners as a Registered Landscape Architect candidate via reciprocity.</p> <p>b) To invite Moira Wilson to appear before the Board of Examiners as a Registered Landscape Architect candidate via New-LARE.</p> <p>c) To invite Julia Zantua to appear before the Board of Examiners as a Registered Landscape Architect candidate as an International Candidate.</p> <p>d) To accept the BCSLA Intern applications of Tomas Cortes, Michelle Gagnon-Creeley, Ghazal Nickzad, Beau Wuthrich and Xiaoxiao Zhang. With the pending mentor from Michelle Gagnon-Creeley.</p>	Carried
16	It was moved to appoint Karin England as PGA-Working Group Chair effective as of the end of this Board meeting, with a term expiring immediately after the end of the 2024 Annual General Meeting on April 20, 2024.	Carried
17	It was moved to create a Small-Scale, Multi-Unit Housing-Working Group (SSMUH-WG) to develop a draft position paper in response to new provincial housing legislation that allows for SSMUH in otherwise restricted land use zones, and to direct the SSMUH-WG to forward the draft position paper in time for the next Board meeting for review.	Carried
MOTION #	Tuesday January 23, 2024 - Adopted	RESULT

3	<p>It was approved to amend the Continuing Education Input and Credit Guide (2023) as follows:</p> <ul style="list-style-type: none"> -to increase the maximum of “self-directed study” activities to 5 credits -to increase the maximum of “university courses” activities to 10 credits -to change the category name from “university courses” to “university and; other post-secondary institutions of higher learning courses”, and -to increase the maximum of Category 1, Education Courses and Training Program, activities to 10 credits. 	Carried
4	<p>It was approved to send the revised 2024 Policy for Continuing Education Annual Non-Compliant Members with the recommended changes back to the CE Committee for review and final edit, to direct the CE Committee to include a graphic of the reporting and enforcement deadlines within the policy document, and to return a final draft of the policy document prior to the next Board meeting for its review and approval.</p>	Carried
5	<p>It was approved to host an informal online meeting about the CE program that is open to all members of the BCSLA on February 10, 2024, at 10:00am, and that the meeting will provide 2 CE credits to those that attend.</p>	Carried
6	<p>It was moved to adopt the following definition of landscape architecture practice:</p> <p>“The practice of Landscape Architecture applies mathematical, physical, social, and natural science knowledge within a framework of aesthetic principles through landscape architectural consultation, evaluation, planning, design, and construction services. Landscape architects prepare, submit, and administer plans, drawings, specifications, permits, and other contract documents for work involving natural and built environments, to meet project specific goals and broad societal objectives.”</p>	Carried
7	<p>It was moved to recommend a change to Bylaw 3.27 to read as “The board shall consist of up to twelve (12) Directors...” to the membership for a vote at the Annual General Meeting scheduled for April 20, 2024.</p>	Carried
8	<p>It was moved to direct staff to arrange meetings with the President, Executive Director, Eli Mina and/or Michael Blatchford to discuss proper process and record-keeping for the adoption of motions passed and minutes taken during in-camera meetings.</p>	Carried
9	<p>It was moved to post the annual salary range for the Executive Director position as “\$85,000 to \$100,000”, to publish the job posting on CharityVillage.com, and to obtain quotes for hiring an executive search firm.</p>	Carried
10	<p>It was moved to offer extended employee benefits to Ryan Noakes and Yeci Yeung, and to approve the Pacific Blue Cross Premium Plan provided through Vancity Credit Union as quoted.</p>	Carried

11	<p>It is moved to adopt the Credentials Committee recommendations as follows:</p> <p>a) To invite Desiree Valadares to appear before the Board of Examiners as a Landscape Architect (non-stamp) candidate.</p> <p>b) To invite James Stephenson to appear before the Board of Examiners as a Registered Landscape candidate via reciprocity.</p> <p>c) To accept the BCSLA Intern applications of Nicole Brekelmans, Adam Finlayson and Sonia Jin. With the pending receipt of transcripts from Nicole Brekelmans and Sonia Jin.</p>	Carried
	Motions to Approve the Agenda, Adopt Minutes and Adjourn the meeting are not included here.	
	Motions in Italics were voted on by email	
	Updated: December 11, 2024	